

COURT ADMINISTRATOR

614

DEPARTMENT: Circuit Court Judge

NATURE OF WORK:

Performs advanced secretarial and paralegal work for the Circuit Court Judge. Work is performed in a complex setting, deals on a continuing basis with sensitive or controversial matters, and has continual public contact.

Work involves the exercise of initiative, sound judgment, and discretion in the performance of duties. Assignments are in the form of general outline or desired results, with methods and routines expected to be developed and implemented as appropriate. Work is performed under managerial direction and is reviewed through conferences, reports, and analyses of results obtained.

ESSENTIAL FUNCTIONS OF THE JOB:

Attends criminal court proceedings and takes notes. Records pleas, findings, and sentences. Identifies evidentiary exhibits; takes custody of real evidence and records chain of custody.

Drafts criminal court orders.

Pulls and reviews criminal files for Judge for sentencings and jury trials.

Tracks age of cases and prepares miscellaneous statistical analysis.

Confirms that dockets from clerk's office and Commonwealth's Attorney's office match; notifies offices of any changes. Provides copies of docket to Judge, Commonwealth's Attorney, Court Reporter, and Probation office and public.

Provides a copy of the jury list to Judge, attorneys, court reporter, and deputy.

Reviews concealed weapon permit applications. Prepares orders to grant or deny permits.

Prepares orders for restoration of operators license. Notifies ASAP program coordinator of petitioners to enroll in ASAP; provide necessary files.

Attends Docket Call proceedings. Takes notes of dates civil trials are scheduled and updates court calendar.

Retrieves files from the Clerk's Office and reviews civil files for the Judge prior to civil hearings.

Plans and organizes office work flow activities to meet unit objectives in a timely manner.

Types correspondence, judicial opinions, and statistical reports and related office material into final format; types bulletins, manuals, narratives, and other documents requiring familiarity with technical terminology; assures conformity of office correspondence to established requirements and makes necessary changes in procedures as applicable. Drafts routine correspondence.

Conducts research and completes data for administrative and public reports, bulletins, questionnaires, and other documents; performs directed analysis; drafts specific sections of statistical reports and verifies data; has frequent contact with the public and other organizational members and county departments, especially with other offices within the Williamsburg-James City County court system, in the collection of data or the coordination of efforts that serve mutual interests and objectives or the transmittal of public information, particularly as it related to the courts.

Schedules all civil hearings and meetings, including coordinating arrangements for courtroom sound system equipment for the hearing impaired as needed.

Maintains general and employee personnel files, sets up new files, files and retrieves information.

May take complex dictation and notes of meetings; keeps official records and reports; prepares correspondence for supervisor's signature; makes travel arrangements; maintains appointment calendar.

Maintains records of budget expenditures; prepares budget documents in accordance with prescribed procedures; completes budget transfer requests as needed; prepares department annual budget.

Screens incoming calls and correspondence and refers to appropriate staff for action; assembles relevant attachments or notes for instruction or disposition; responds to routine inquiries regarding established policies and procedures.

Makes appointments for Judges; prepares agendas and daily court calendar for Judge.

Establishes control procedures for document handling and storage and develops data collection and records systems along with procedures for control, storage and purging of documents in accordance with applicable laws and regulations.

Maintains inventory of Judge's law library, including Code of Virginia, as well as office supplies and equipment; prepares purchase requisitions.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates general office equipment, including computer keyboard, telephone, copier, and typewriter.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of standard office practices and procedures, equipment, and its application to the area of assignment.

Thorough knowledge of judicial office operations and organization.

Considerable knowledge of County and department policies, procedures, rules, and regulations.

Considerable paralegal knowledge of the Code of Virginia as it applies to adoptions, name changes, divorce, custody, and support proceedings.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to learn and use specialized language and technical terms.

Ability to work under pressure, doing work in accurate and timely manner.

Ability to prioritize, organize, and perform work independently.

Ability to make independent decisions in Judge's absence.

Ability to take dictation and transcribe accurately at a reasonable rate of speed.

Ability to operate general office equipment, word processing equipment, and microcomputers as required to accomplish the work assigned.

Ability to establish priorities and organize group activities that maximizes use of available resources and time management.

Ability to monitor the daily developments and progress of work performed and to modify or initiate corrective action, as appropriate.

Ability to establish and maintain effective working relationships with coworkers, attorneys, and the public.

Ability to deal with public relations problems courteously and tactfully.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; including or supplemented by college or business school courses in secretarial science and paralegal training; and extensive experience in highly responsible clerical and office work in the legal profession, which shall have included paralegal work; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.